

**INFORMATION COLLECTION APPROVAL PROCESS FOR
ALL INFORMATION COLLECTIONS EXCEPT NEW RULEMAKINGS**

STEP 1 DEVELOP/REVISE THE INFORMATION COLLECTION DOCUMENT TO ENSURE THAT IT:

- Is necessary for the proper performance of agency functions;
- Avoids unnecessary duplication;
- \$ Reduces burden on small entities;
- \$ Uses plain language.
- \$ Is consistent and compatible with current reporting and recordkeeping practices;
- \$ Indicates the retention period for recordkeeping requirements;
- \$ Informs respondents of the information called for under 5 CFR 1320.8(b)(3):
 - (1) Why the information is being collected;
 - (2) Use of information;
 - (3) Burden estimate;
 - (4) Nature of response (voluntary, required for a benefit, or mandatory);
 - (5) Nature and extent of confidentiality; and
 - (6) Need to display a valid OMB control number;
- \$ Was developed by an office that has planned and allocated resources for the efficient and effective management of the information to be collected;
- \$ Uses effective and efficient statistical survey methodology; and
- \$ Makes appropriate use of information technology.

STEP 2 ENSURE THAT THE PAPERWORK REDUCTION ACT (PRA) SUPPORTING STATEMENT IS COMPLETE AND ACCURATE. Closely follow OMB instructions (available as a PDF file on the PDM Home Page) for completing the Supporting Statement. Provide all required information.

STEP 3 PUBLISH IN THE FEDERAL REGISTER A NOTICE PROVIDING THE PUBLIC 60 DAYS TO COMMENT ON THE PROPOSED INFORMATION COLLECTION. Guidance (available as a PDF file on the PDM Home Page) for preparing Federal Register documents is available from the Division of Policy and Directives Management (PDM).

- \$ You must publish the 60-day notice before the information collection package can be forwarded to OMB for review and approval. Departmental clearance is not required prior to sending this notice to the Federal Register.
- \$ Include in this Federal Register notice the proposed information collection document(s), such as a questionnaire or form, or tell the public how they can obtain the proposed documents without charge from the Service. Direct the public to send comments to the Service Information Collection Clearance Officer, PDM. You must ask for specific public comments on:
 - (1) Whether or not the collection of information is necessary for the proper performance of the functions of the Service, including whether or not the information will have practical utility;
 - (2) The accuracy of the estimate of the burden of the collection of information, including the validity of the methodology and assumptions used.
 - (3) The quality, utility, and clarity of the information to be collected; and
 - (4) How to minimize the burden of collection of information on those who are to respond, including the use of appropriate automated, electronic, mechanical, or other forms of information technology.

STEP 4 PREPARE A PRA SUBMISSION AND SEND IT TO THE DIVISION OF POLICY AND DIRECTIVES MANAGEMENT FOR REVIEW AND CLEARANCE. Submit:

- \$ ***Original and three copies of OMB Form 83-I (Paperwork Reduction Act Submission).*** Follow OMB directions (available as a PDF file on the PDM Home Page) for completing OMB Form 83-I. Report any filing fees that you are considering in block 14 of OMB Form 83-I, and explain the fees in section 13 of the Supporting Statement. (Filing fees are charges to filers to reimburse the Government for the cost of processing an application for special Federal benefits.) Only the Service Information Collection Clearance Officer and the Department of the Interior Information Collection Coordinator will sign this form.
- \$ ***Supporting Statement.*** See OMB guidance (available as a PDF file on the PDM Home Page) for preparing the Supporting Statement. Follow this guidance carefully.
- \$ ***Summary of public comments received,*** including actions in response to the comments.
- \$ ***Copies of pertinent statutory authority and regulations.***
- \$ ***Copy of Federal Register notice (Step 3).***

STEP 5 FORWARD THE PACKAGE TO THE DEPARTMENT FOR REVIEW AND CLEARANCE. After the Service Information Collection Clearance Officer has reviewed and approved the PRA package, submit one complete PRA submission and three additional filled-out OMB Forms 83-I to the Department for clearance. After review, the Department will retain one copy of the PRA documents and return three signed OMB Forms 83-I to the Service.

STEP 6 PUBLISH A NOTICE IN THE FEDERAL REGISTER. Notice will inform the public that OMB has up to 60 days to approve or disapprove the proposed information collection, but may respond after 30 days. To ensure consideration, public comments should be submitted to OMB within 30 days. Include the following:

- \$ Title for the collection of information;
- \$ Summary of the collection of information;
- \$ Brief description of the need for the information and proposed use;
- \$ Description of likely respondents, including estimated number, and proposed frequency of response;
- \$ Estimate of the total annual reporting and recordkeeping burden that will result from the collection of information.
- \$ Statement that directs public comments to the Attention: Desk Officer for the Interior Department, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503. Also, direct comments to the Service Information Collection Clearance Officer.
- \$ If the Service has requested approval on an emergency basis, indicate time period within which the Service has requested OMB to approve or disapprove.
- \$ You must solicit public comments on:
 - (1) Whether or not the collection of information is necessary for the proper performance of the functions of the Service, including whether or not the information will have practical utility;
 - (2) The accuracy of the estimate of the burden of the collection of information, including the validity of the methodology and assumptions used;
 - (3) The quality, utility, and clarity of the information to be collected; and
 - (4) How to minimize the burden of the collection of information on those who are to respond, including the use of appropriate automated electronic, mechanical, or other forms of information technology.

- STEP 7** **SEND THE PRA SUBMISSION TO OMB FOR APPROVAL.** Use the three OMB Forms 83-I signed by the Department (Step 5) to create three complete copies of the PRA submission. Include a copy of each Federal Register notice. Retain one copy and send two complete copies to OMB on the date that the Federal Register notice (Step 6) is published, or as soon as possible thereafter. This will ensure that the public has a full 30days to comment to OMB.
- STEP 8** **OMB APPROVES OR DISAPPROVES THE INFORMATION COLLECTION.** OMB will review the PRA submission and respond after 30 days, but before 60 days. The OMB Notice of Action will either approve or disapprove the information collection.